HOUSING TAX CREDIT
RESOLUTION OF SUPPORT REQUEST

Deadlines: 9% Competitive — Tuesday, December 31, 2021
4% Non-Competitive — Six weeks before the Housing Advisory Board Meeting

The Housing Advisory Board regularly meets the third Monday of the month at 3:30 p.m. at the Historic Light & Waterworks Building (809 Martin Luther King Jr. Street). Please see the **HTC Schedule** for other requirements.

Zoning:

- 9% Competitive: If the zoning district for the property does not allow for multifamily/apartment development, you must initiate the rezoning process with the Planning Department by December 1, 2021.
- 4% Non-Competitive: The property must have zoning entitlements for multifamily/apartments before the HTC can be considered by City Council.

Public Outreach:

Existing Rehabilitation -- No outreach is required.

9% and 4% New Construction

The applicant must hold two public meetings, one at least three weeks before the City Council consideration. Outreach will consist of letters, signage and ads to residential neighborhoods within ½ mile of the site. An outreach plan must be approved by the Housing Coordinator.

Application: The following items are required for submittal. If requested information is missing, the application may not be accepted.

- Application Form
- Zoning verification or rezoning application number
- Public Outreach Plan
- Draft Resolutions (Two-times and Support)
- Letter of Intent with Detailed Information

The Neighborhood & Housing Program Manager is available to advise you on any requirements. Please call 512-930-8477 or email housing@georgetown.org for an appointment to discuss your application.

HOUSING TAX CREDIT APPLICATION

PROJECT NAME: _____

PROJECT INFORMATION

Property Address: _____

Zoning District: _____ Acreage: _____

Total Number of Units: _____

Affordability: 30%_____ 50%_____ 60%_____ Market_____

Do you have site control or owner's consent to apply for Housing Tax Credits? Yes____No____

APPLICANT INFORMATION

Company Name:_____

_____ Contact Name: _____

_____ Address: _____

_____ City:

_____State:__Zip: _____

Work Phone:_____Cell Phone: __ Email: _____

PROPERTY INFORMATION

Owner Name(s):_____

_____ Address: _____

_____ City:

_____State:_____Zip: _____

Work Phone:_____Cell Phone: _____

Email: _____

Applicant's Signature: _____

Printed Name:_____Date:_____

By signing this form, the applicant authorizes the City of Georgetown to begin proceeding in accordance with the process for this request. The applicant further acknowledges that submission of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application, the decision making authority may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

HOUSING TAX CREDIT DETAILED INFORMATION

SITE INFORMATION

- ☐ Breakdown of unit types and rental rates by income level
- ☐ If in an existing program (not HTC) will rent levels change from existing?
- ☐ Architectural renderings of buildings.
- ☐ Proposed site layout.
- ☐ What ADA features are included? List number of accessible units.
- ☐ If the development includes market rate units, do these units differ from the income restricted units in any way?
- ☐ List the amenities included in individual units as well as those for the entire site.
- ☐ Describe energy efficiency components that will be included.

DEVELOPMENT AND MANAGEMENT COMPANY INFORMATION

- ☐ Will the management be in-house or a separate entity?
- ☐ Have there been any changes in company names or re-organizations?
- ☐ Provide history of similar projects developed and managed.
- ☐ How many tax credit projects have you developed in Texas?
- ☐ Provide two letters of support from existing developments similar to the proposal. If seeking a tax exemption, provide a letter of support from a non-profit or government partner from a previous tax-exempt development.

FINANCIAL INFORMATION

- ☐ Will the site have any property tax exemptions after development?
- ☐ Will there be a non-profit or government partner? Please provide the partner information and details of the community benefit. If the partner is yet to be determined, please provide scenarios of who the partner might be, criteria for selecting the partner, how funds will be reinvested in the community and examples of previous partnerships.
- ☐ Do any of your other HTC developments have PILOT agreements? If so, please provide information about the agreement.
- ☐ What is the affordability period requirement for this project?
- ☐ Provide an analysis of the economic impact to the City (property tax increase, utility consumption, sales tax base).
- ☐ Will this development require off-site capital improvements?

OTHER INFORMATION

- ☐ Please provide information on factors that influenced the selection of this site.
- ☐ Please provide an analysis on how your project will impact the school district and provide any feedback received from school district.
- ☐ Provide the TDHCA scoring criteria that you anticipate meeting.
- ☐ Please list any additional information or letters that you will be requesting from the City or Georgetown Utility Systems for the TDHCA application requirements.

HOUSING TAX CREDIT
2021-2022 SCHEDULE (9%)

2021

December 1	Rezoning Application Due (if necessary)
December 31	HTC Resolution Applications Due

2022

January 18	Housing Advisory Board Meeting
January 19	Hold at least 1 Public Meeting by this date
January 25	City Council Workshop
February 8	City Council Meeting
March 1	TDHCA Application Due